

# INSTRUCTIONS FOR ON-LINE APPLICATION

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## On-line Instruction

All IASA Consolidated Applications must be submitted on-line. Hard copies will not be accepted. It is recommended that the LEA print and review all downloadable information before beginning the on-line process. To do so:

- Go to ADE web-site, [www.ade.state.az.us](http://www.ade.state.az.us)
- Enter Grants Management
- Select **Application Downloads**
- Select **2002 IASA Consolidated Programs**
- Select needed document(s)
- Select Print
- Read/review all information in entirety

To apply on line:

- Return to Grants Homepage
- Select **On-line Application**
- Enter Password
- Select **2002 IASA Consolidated Programs**
- Complete Application On-line
- Select **Continue to Application Submittal**
- Print/Review *Comprehensive Review*
- Select **\*Submit to ADE**

\* You will need to correct any critical errors detected by the validation box before application will be accepted.

## New Programmatic Questions Section:

- All pages and questions are required unless otherwise stated
- Multiple choice questions with check boxes (☐) allow you to select as many relevant responses as necessary. This question format is used for Needs Assessment and Evaluation sections.
- Multiple choice questions with radio buttons ( ☐ ) require that only one response be selected. This question format is used for Target Population, Identified Area for Change, Type of Change, Direction of Change, Percent Change, Timeline, and Yes/No responses.

- To develop more than one objective (up to six):
  1. Make all necessary selections for first objective.
  2. Click on **Save** (the saved objective will be stored and a new page will be visible).
  3. Proceed to next objective (always click Save upon the completion of each objective).
  4. Select **Continue to Application Submittal** when all objectives have been written (this will take you to the *Comprehensive Review*).
- The questions regarding Measurable Outcome Objectives are designed to be very specific; therefore, it may be necessary to develop multiple objectives. For example, if two types of change are expected (attitude and behavior) an objective will need to be written to identify an attitudinal change while another will need to be constructed for a behavioral change.
- For each measurable objective you must include Target Population, Identified Area for Change, Type of Change, Direction of Change, Percent Change, Timeline, \*Programs, Activities, and/or Strategies, and a specific measurement tool.
 

\*The Programs, Activities, and/or Strategies **MUST** be in alignment with the Budget Description as well as the Objective.
- The *Comprehensive Review* will allow you to view your application and budget in its entirety before Submitting to ADE. To make revisions, hit the 'Back' button on the Toolbar to return to application tree. \*Upon satisfactory completion of the application, select **Submit to ADE**.
 

\*You will need to correct any critical errors detected by the validation box before application will be accepted.

### **On-line Tips:**

- When entering data, a grants management process **times-out after one (1) hour** per page. Each page saved prior to that time will be available when re-entering the application. Pages do not save automatically. As a precaution, the pages in this application are short and saving is required before proceeding to the next page.
- In order to save time when entering data, prepare the narrative questions in a word processing document before entering the system. For best results, cut and paste your prepared responses into the appropriate boxes. To do this, simply toggle the task bar of the saved word processing document. **Be prepared before going on-line as not to lose unsaved data from timing out.**
- If technical problems are encountered or you need technical assistance using the on-line system, contact the Grants Management office. Department phone numbers can

be found on the Grants Management “Contacts” link from the homepage, or you may dial the general number, (602) 542-3452.

### **Other Problems:**

- If you have problems with or have questions about the submission of your application, please contact Sheli Schwindt, (602) 542-8720. If your questions and/or problems are programmatic, contact your Specialist.

